



Norfolk

Department of Planning & Community Development

CHECKLIST FOR MECHANICAL PERMITS

Requirements

New Building

- Provide the current survey for the property showing the location of the HVAC unit.
- Complete an elevation form if the property is in a flood zone.
- Installing new units for an existing structure.
- Provide a survey or a detailed drawing showing the location of the unit.
- Complete an elevation form if the property is in a flood zone.



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HVAC FLOOD ELEVATION STATEMENT

The installation of mechanical equipment at _____,
Norfolk, VA, to be performed by _____,
will be completed in accordance with all requirements of the City of Norfolk Zoning Ordinance and the Uniform Statewide Building Code. Specifically the electrical, mechanical, and/or plumbing equipment that is being installed will have a minimum elevation of _____ to the base of the unit.

(Signature of Applicant)

(Date)

One-Hundred-Year Flood Districts and Elevation

Under Chapter 11-3 of the City of Norfolk Zoning Ordinance 1992 any new construction or substantial improvement required flood district to be indicated on plans.

A-3 (7)	107.76	*108.76
A-4 (8.5)	109.26	*110.26
A-6 (9)	109.76	*110.76
A-6 (10)	110.76	*111.76
A-6 (11)	111.76	*112.76
A-6 (12)	112.76	*113.76
A-6 (13)	113.76	*114.76

One-Hundred-Year Coastal Flood Districts and Elevation

V-7 (11)	111.76	*112.76
V-7 (12)	112.76	*113.76
V-7 (13)	113.76	*114.76

* One foot is added to elevation for freeboard to meet City of Norfolk requirements
Flood District C (Non-Hazardous) and B (500-Year) do not require elevation.

Street Address _____, Norfolk, VA

1. Note distances from all property lines – NOT FENCES!
2. Minimum 3 feet from property line to FACE of HVAC unit, except corner lots which require a MINIMUM OF 10 FEET from property line to FACE of HVAC unit.
3. New buildings require submittal of original surveys or site plans, whenever possible, to verify elevations.
4. Roof top HVAC units and replacement units may not require *Zoning Review*, but may require *Design Review*.
5. Installation of ANY EQUIPMENT ON THE GROUND *without* Zoning Review may result in rejection by the Mechanical Inspector as well as removal of unsuitable equipment, due to elevation (FEMA) or improper location.
6. Zoning Review doesn't cost - it pays!

